

QUICK START GUIDE

Montana Teachers' Retirement System

EMPLOYER WAGE & CONTRIBUTION SYSTEM



Overview



- This **Quick Start Guide** is a brief overview on using the new **Wage & Contribution Reporting System**.
 - General Reporting Requirements
 - Access the Login Page
 - Welcome Screen
 - Online Help
- Detailed help for the Wage & Contribution System is available via a new Online Manual after you login.

General Reporting Requirements



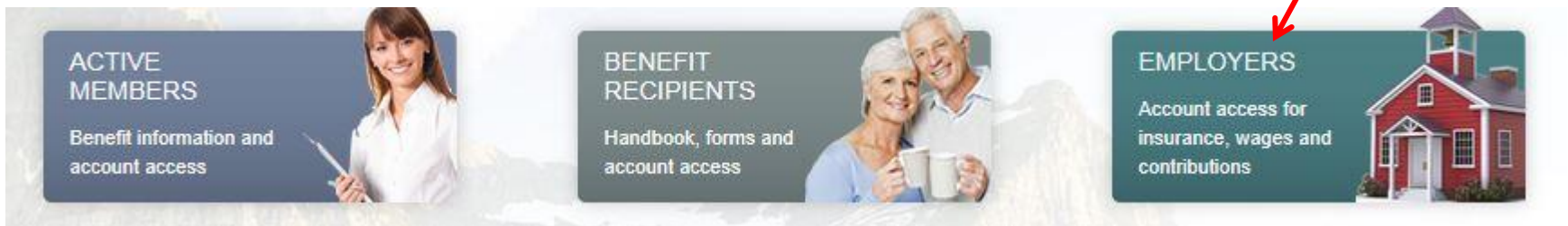
- Reporting Deadline
 - Earnings must be reported to TRS by the 15th of the month following the month when earned.
 - Example: Earnings for November must be reported to TRS on or before December 15th.
- Notify TRS if your contribution report will be late.
 - (406) 444-3679
 - (866) 600-4045 toll free



Login Access: Step 1



1. Click on **Employers** on the home page of the TRS website.
 - The link is located on the top of the home page or on the left hand menu.
2. Scroll down to the **Employer Reporting to TRS** section
3. Click on **Wage & Contribution Reporting System** link



Employer Reporting to TRS

- [Insurance Deduction System](#)
- [Wage & Contribution Reporting System](#)
- [TRS Contribution Rates, Interest Rates, and Median Average Salary Charts](#)



Login Access: Step 2

- *Login* with the Username and Password to your new TRS Online Services Account.

The screenshot shows the TRS website interface. At the top, there is a navigation bar with links for 'ONLINE MANUAL', 'EMPLOYER LOGIN', and 'TRS SEARCH'. Below this is a banner for the 'Montana Teachers' Retirement System'. The main content area is titled 'TRS Account Security' and contains a 'Login' section. The 'Login' section is divided into two panels: 'Existing User' and 'New User'. The 'Existing User' panel has fields for 'Username' and 'Password', a checkbox for 'I would like to edit my account information after login', a 'Login' button, and a link for 'Forgot your Username or Password?'. The 'New User' panel has a message 'Create a TRS account by selecting the button below:' and a 'Create' button.

- Click the **Online Manual** link on the top bar of the TRS Account Security Link for help with:
 - Creating a new account
 - Logging in



Welcome Screen

- Be sure to *review* the **Welcome Screen**
- Click on **Continue** to enter the Wage & Contribution Reporting System

ONLINE MANUAL [REDACTED] LOGOUT TRS SEARCH

TRS Employer Insurance Deduction System

Employer 999932 TRS TEST EMPLOYER

Welcome [REDACTED]

This service is for authorized TRS Employers Only

IF YOU ARE NOT A TRS EMPLOYER OR TRS STAFF, DISCONNECT NOW!

WARNING: It is a Montana State and Federal offense to:

- Obtain access to data without authority
- Damage, delete, alter or insert data without authority

The employer is responsible to ensure that all users are trained and comply with all applicable requirements in the handling, use and disclosure of confidential information, and in access to and use of TRS and State of Montana data systems.

Need help using this system? Click the Online Manual link at the top of any screen.

REMINDER: The benefit recipient and you are required to complete an initial [Authorization For Deduction of Health Insurance form](#) and submit this form to TRS. A TRS staff member will then update the TRS Employer Insurance Deduction System, which will allow you to commence withholding insurance premiums on behalf of the benefit recipient.

[Continue](#)

Online Help



- TRS has created a new **Online Manual** for the Wage & Contribution Reporting System.
- The manual will walk you, step-by-step, through each aspect of the system.

TRS Employer Wage & Contribution Reporting System Online Manual

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Wage & Contribution Reporting System Online Manual

Page last updated 10/31/14

Welcome to the Online Manual for the TRS Wage & Contribution Reporting System

This online manual will help you use the **Wage & Contribution Reporting System** to manage contributions for TRS members and retirees.

- ➔ The manual is intended as a system guide only. For TRS policy, forms, and employer reference materials, visit the [Employers](#) page of the [TRS website](#).
- ➔ If you are new to the Wage & Contribution Reporting System or need a refresher, be sure to read the [Overview](#) before proceeding.
- ➔ Click any item in the Table of Contents (at left) to view that topic.
 - Or, use the buttons in the upper right corner of this window to move forward or backward through the manual.

The following sections of this manual describe each page and provide "how to" information for using the system.

In general, topics are presented in the same order as the system menu. Click any item in the Table of Contents (at left) to view that topic.

Do you have questions or suggestions for this Online Manual? Please let us know!

Contact:
Montana Teachers' Retirement System
(406) 444-3134
Toll free: 1-866-600-4045
email: trsoutreach@mt.gov



Online Help

- When you *click* on the **Online Manual** link, the manual opens in its own window. You can keep the window open for further reference or you can close it when you have found the information you need.

TRS Employer Wage & Contribution Reporting System **Online Manual**

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When you select any topic in the Table of Contents...

...the content displays in this pane.

Questions?



- If you have questions that can't be resolved by reviewing the Online Manual, the TRS staff will be happy to help you.
 - (406) 444-3134
 - (866) 600-4045